# User Manual

# Preventive Maintenance Process

(BSNL_PM_UM_01_Preventive_Maintenance_V3.0.doc)

# Contents

# Overview

| Business Process Description Overview |
|---|

Preventive Maintenance is used to avoid system breakdowns or the breakdown of other objects, which - in addition to the repair costs - often result in much higher costs subsequently owing to production breakdown.

There are many benefits in using preventive maintenance within your company. It is the generic term for inspections, preventive maintenance and planned repairs, for which the time and scope of the work can be planned in advance.

You can use maintenance plans to describe dates and the extent of preventive and inspection maintenance tasks which can be planned for technical objects. You can ensure that your technical objects are always maintained on time and in this way, ensure that they function optimally.

**Integration**

The *Maintenance Planning* component is integrated with the following components and sub-components of the SAP System:

*Plant Maintenance* application component

· Maintenance task lists

· Maintenance orders

· Maintenance notifications

*Materials Management* application component

· Service procurement

· Service entry sheets

*Quality Management* application component

· Inspection characteristics

· Inspection lots

**Generation of Maintenance Call Objects**

The system generates maintenance call objects during the scheduling process. The following maintenance call objects are available in the overview:

For rough planning of tasks

PM notification

For detailed planning of tasks

PM order

For detailed planning of tasks and history for the damage processed in the notification:

Maintenance notification and maintenance order

For Quality Management using the link to QM inspection characteristics:

Inspection lots

## Purpose

Use this procedure to create Preventive Maintenance Plan
1. Single Cycle Plan
2. Strategy Plan
3. Multiple Counter plan

## Trigger

Perform this procedure when there is a need for scheduled maintenance for the technical objects.

## Prerequisites

Technical Object (Functional Location / Equipment)
Maintenance Strategy (for Strategy Plan)
Task list
Order type / Notification type

## Helpful Hints

For scheduled maintenance at a single frequency; create Single Cycle Plan. For example: maintenance at 3Month only.
For scheduled maintenance at more than one frequency; create Strategy plan. For example: maintenance at 1Month, 3Month, 6Month, 1 Year etc.
For scheduled maintenance with a combination of time-based and counter-based maintenance; create multiple counter plans for example maintenance at 1Month and/or 200 running hours
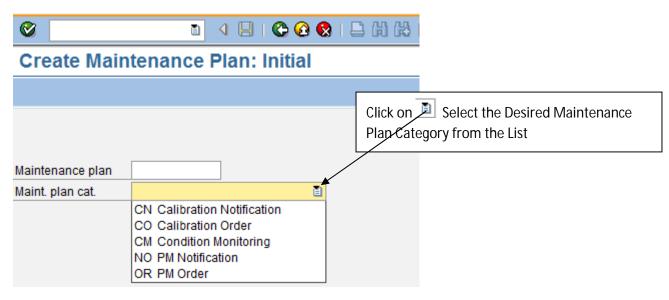
# Create Single Cycle Plan

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Maintenance Plans---Create---Single Cycle Plan |
|---|---|
| T Code | Type **IP41** in Command Field and press ![enter icon] |
| User Menu | Select corresponding Node for IP41 / Single Cycle Plan |



**Create Maintenance Plan: Initial**

Click on ![icon] Select the Desired Maintenance Plan Category from the List

| Maintenance plan | |
|---|---|
| Maint. plan cat. | |

CN Calibration Notification
CO Calibration Order
CM Condition Monitoring
NO PM Notification
OR PM Order

Click on Enter Button ![enter icon]

# Create Maintenance Plan: Single cycle plan

Maintenance plan      Preventive Maintenance Plan for Equipmen

Maint. plan head

| Maintenance plan cycle | Maintenance plan scheduling parameters | Maintenance plan additional data |

Cycle/Unit      1 MON
Cycle text      One Month
Offset/Unit      0 MON

Counter

**Item**    Item location

Maintenance Item      Preventive Maintenance Plan for Equipr

**Reference object**
Functional loc.
Equipment      102000001715      Battery 1

**Planning data**
Planning plant    5303   STSR - CHENNAI      Planner group    201
Notifictn type    B1   Preventive Maint.      Priority    2 Major
Main WorkCtr    D010626D / 5303   CNI GUMMIDIPOONDI DTS MTCE TEAM
Sales Document    /
☐ Determine tasks

**Task list**
Cat   TL group    GrpCr   Description
☐ /      / [H]

Click on [H] to select task list / Gen. Task list

HCL

## Display Task Lists: Task List Selection

Click on ⊕ or press **F8** key on the keyboard

**Task List Type**

☑ FunctLoc. Task List          ☑ Equip.Task List          ☑ Gen.Task List

**Task List Selection**

| | | |
|---|---|---|
| Functional location | | |
| Equipment | 102000001715 | to |
| Group | | to |
| Group Counter | | to |
| Key date | 13.09.2011 | |
| Class Selection | FunctLoc | Equipment |

**Header Data**

| | | | |
|---|---|---|---|
| Usage | | to | |
| Plant | 5303 | to | |
| Work center | | to | |
| Status | 2 | to | |
| Planner group | | to | |
| Maintenance strategy | | to | |
| Assembly | | to | |
| Short Text | | to | |
| System Condition | | to | |
| Controlling Area | | to | |
| Deletion flag | | to | |

After execution you will find the list of task lists as below

## Display Task Lists: List of Task Lists

| S | Type | Group | GrC | Task list description | Plant | Usage | Stat | PlGrp | Strategy | Work ctr | Functional location | Equipment |
|---|------|-------|-----|----------------------|-------|-------|------|-------|----------|----------|---------------------|-----------|
| | A | 18 | 6 | quarterly mtce3 | 5303 | 4 | 4 | | | D010858D | | |
| | T | 82 | 1 | DTS DENKANIKOTTAH | 5303 | 4 | 4 | | | S0307D02 | 3053-03-5303-07-O02-0815 | |
| | A | 1958 | 1 | Calibration Task List | 5303 | 4 | 4 | MNT | PM0002 | O010812D | | |
| | A | 2154 | 1 | pr mtce | 5303 | 4 | 4 | | | | | |
| | A | 2170 | 1 | Mtce Plan for eqpt | 5303 | 4 | 4 | | | O030404D | | |
| | A | 2171 | 1 | Mtce Plan for eqpt | 5303 | 4 | 4 | | | O030404D | | |
| | A | 4020 | 1 | calibration of optical power meter | 5303 | 4 | 4 | MNT | | O010812D | | |
| | E | 7381 | 1 | Battery 1 | 5303 | 4 | 4 | MNT | | | | 102000001715 |
| | A | BSNL | 3 | pr mtce | 5303 | 4 | 4 | | | D010493D | | |
| | A | DWDM | 3 | DWDM Check list | 5303 | 4 | 4 | | PM0002 | | | |
| | A | DXC | 3 | DXC Check list | 5303 | 4 | 4 | | | | | |

From the above list first select the suitable Task list and click on enter button ⊘ or Double click on the suitable task list system will automatically update the task list

## Create Maintenance Plan: Single cycle plan

Counter [        ] 🔲🔲

| Item | Item location |

Maintenance Item [        ] Preventive Maintenance Plan for Equipr 📝 🗋 🗐 🎇 🗒

**Reference object**
Functional loc. [        ]
Equipment [102000001715]    Battery 1

**Planning data**
Planning plant [5303] STSR - CHENNAI    Planner group [201] CHENNAI GMM
Notifictn type [B1] Preventive Maint.    Priority [2 Major]
Main WorkCtr [D010626D] / [5303] CNI GUMMIDIPOONDI DTS MTCE TEAM
Sales Document [        ] / [    ] 🔲
☐ Determine tasks

**Task list**
Cat  TL group  GrpCr  Description
[E] / [7381] / [1] 🔲 Battery 1                    🗎 🗐 🗋 ✂ ✏ 🎇

Once the task list was selected, System will prompt a message at the bottom left of the screen as "A **task list was selected**"

✅ A task list was selected

Click on the "**Maintenance plan scheduling parameters**" tab and maintain the relevant data

## Create Maintenance Plan: Single cycle plan

Maintenance plan [ ] Preventive Maintenance Plan for Equipmen

Maint. plan head

| Maintenance plan cycle | Maintenance plan scheduling parameters | Maintenance plan additional data |

**Date determination**

Shift Factor Late Compl. [ ] %

Tolerance (+) [ ] %

Shift Factor Early Compl. [ ] %

Tolerance (-) [ ] %

Cycle modification factor [1.00]

Factory calendar [ ]

**Call control parameter**

Call horizon [100] %

Scheduling period [365] DAY

☐ Completion Requirmnt

**Scheduling indicator**

◉ Time

○ Time - key date

○ Time - factory caldr

**Start scheduling**

Start of cycle [13.09.2011]

| Item | Item location |

Maintenance Item [ ] Preventive Maintenance Plan for Equipr

**Reference object**

Functional loc. [ ]

Equipment [102000001715] Battery 1

**Planning data**

Planning plant [5303] STSR - CHENNAI   Planner group [201] CHENNAI GMM

Notifictn type [B1] Preventive Maint.   Priority [2 Major]

Main WorkCtr [D010626D] / [5303] CNI GUMMIDIPOONDI DTS MTCE TEAM

Sales Document [ ] / [ ]

☐ Determine tasks

Click on the "**Maintenance plan additional data**" tab and maintain the relevant data



Click on ![save icon] to save the created single cycle plan

---

## Create Maintenance Plan: Initial

Maintenance plan [          ]

Maint. plan cat. | NO PM Notification

System will prompt for a message at the bottom left like "Maintenance plan XXXXXXXXXXXXXXXX created"

The plan number will be system generated internal number

✅ Maintenance plan 101000008128 created
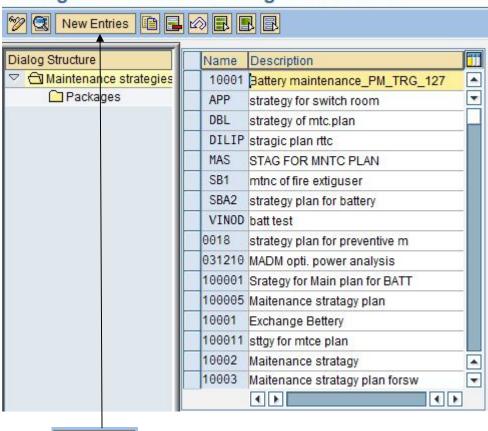
# Create Strategy Plan

## *Create Maintenance Strategy*

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Maintenance Strategies---Change |
|----------|------------------------------------------------------------------------------------------|
| T Code | Type **IP11** in Command Field and press |
| User Menu | Select corresponding Node for IP11 / Change |

**Change Maintenance Strategies: Overview**

| Name | Description |
|--------|-------------|
| 10001 | Battery maintenance_PM_TRG_127 |
| APP | strategy for switch room |
| DBL | strategy of mtc.plan |
| DILIP | stragic plan rttc |
| MAS | STAG FOR MNTC PLAN |
| SB1 | mtnc of fire extiguser |
| SBA2 | strategy plan for battery |
| VINOD | batt test |
| 0018 | strategy plan for preventive m |
| 031210 | MADM opti. power analysis |
| 100001 | Srategy for Main plan for BATT |
| 100005 | Maitenance stratagy plan |
| 10001 | Exchange Bettery |
| 100011 | sttgy for mtce plan |
| 10002 | Maitenance stratagy |
| 10003 | Maitenance stratagy plan forsw |

Dialog Structure
- Maintenance strategies
  - Packages

Click on [New Entries]

## Change Maintenance Strategies: Details

| | | | |
|---|---|---|---|

| Name | 666666 |
|---|---|
| Description | Time Based Maint Strategy |
| Scheduling indicator | Time |

Dialog Structure
▽ 🗀 Maintenance strategies
　🗀 Packages

Pack. seq.

| Strategy unit | MON |
|---|---|

| Call horizon | 90 % |
|---|---|

| Shift Factor for Late Completion | 100 % |
|---|---|
| Tolerance for Late Completion (%) | 20 % |

| Shift Factor for Early Completion | 100 % |
|---|---|
| Tolerance for Early Completion (%) | 20 % |

| Factory Calendar | IN |
|---|---|

Statistics
Number of packages          0

⇨  Usage

### *Maintain Packages*

Double Click on Packages Folder  🗀 Packages

## Change Maintenance Packages

Dialog Structure
▽ 🗀 Maintenance strategies
　🗀 Packages

| Name | 666666 |
|---|---|
| Description | Time Based Maint Strategy |
| Scheduling indicator | Time |

Pack. seq.

| Pa | Cycl.length | Unit | Maintenance cycle text | Cy | Hi | Hi | Offset |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Click on New Entries   New Entries

## Change Maintenance Packages

| Pa | Cycl.length | | Unit | Maintenance cycle text | Cy | Hi | Hi | Offset | Off | Initial | Sub |
|----|-------------|---|------|------------------------|-----|-----|-----|--------|-----|---------|-----|
| 10 | | 1 | MON | One Month | 1M | 1 | A | | | | |
| 20 | | 3 | MON | Three Months | 3M | 2 | B | | | | |
| | | | MON | | | | | | | | |
| | | | MON | | | | | | | | |

Name: 666666
Description: Time Based Maint Strategy
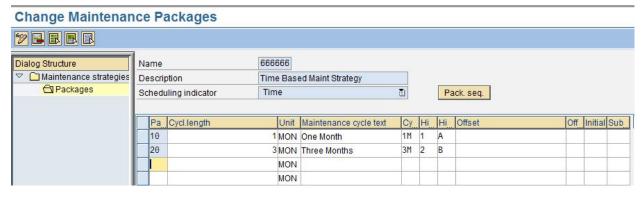Scheduling indicator: Time

Click on Save 💾

## Create Strategy Plan
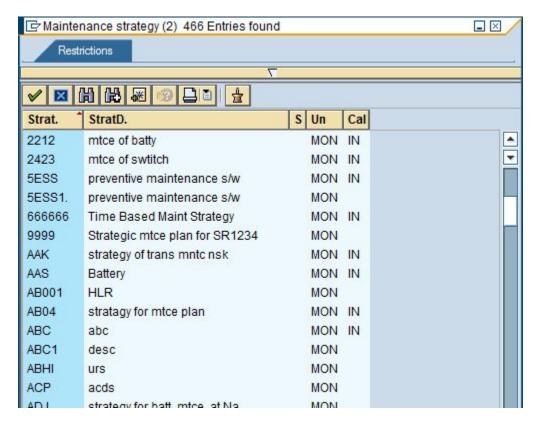
| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Maintenance Plans---Create---Strategy Plan |
|----------|-----------------------------------------------------------------------------------------------------------------------------------|
| T Code | Type **IP42** in Command Field and press ✅ |
| User Menu | Select corresponding Node for IP42 / Change |

## Create Maintenance Plan: Initial

Click on 🗗 to get the list of possible (Strategies) entries to select the suitable plan

Maintenance plan: 
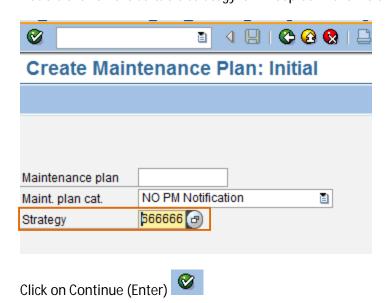Maint. plan cat.: NO PM Notification
Strategy:

Double click on the suitable strategy it will copied in the Field of Strategy



Click on Continue (Enter)

## Create Maintenance Plan: Strategy plan

### Cycles

| Cycle | Unit | Maintenance cycle text | Offset | |
|-------|------|------------------------|--------|---|
| 1 | MON | One Month | 0 | |
| 3 | MON | Three Months | 0 | |

**Item** | Item location | Cycle item 13.09.2011

Maintenance Item | | Preventive Maintenance Plan for Equipr

#### Reference object
Functional loc.
Equipment | 102000001715 | Battery 1

#### Planning data
| | | | | |
|---|---|---|---|---|
| Planning plant | 5303 | STSR - CHENNAI | Planner group | 201 | CHENNAI GMM |
| Notifictn type | B1 | Preventive Maint. | Priority | 2 Major |
| Main WorkCtr | D010626D | / 5303 | CNI GUMMIDIPOONDI DTS MTCE TEAM |
| Sales Document | | / | |

☐ Determine tasks

#### Task list
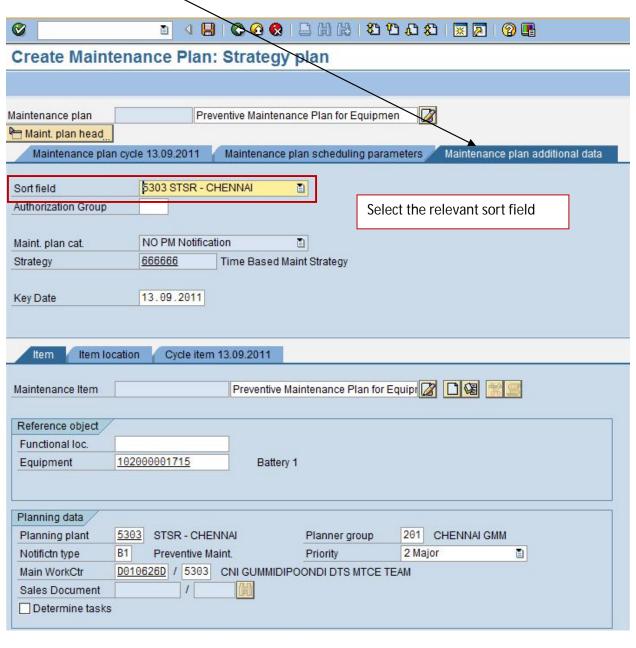Cat | TL group | GrpCr | Description
E | / 7381 | / 1 |

Click on "**Maintenance Plan Scheduling Parameters"** Tab and maintain the relevant data

## Create Maintenance Plan: Strategy plan

Maintenance plan [            ] Preventive Maintenance Plan for Equipmen [✎]

Maint. plan head...

| Maintenance plan cycle 13.09.2011 | **Maintenance plan scheduling parameters** | Maintenance plan additional data |

**Date determination**
Shift Factor Late Compl.        [100] %
Tolerance (+)                   [20] %
Shift Factor Early Compl.       [100] %
Tolerance (-)                   [20] %
Cycle modification factor       [1.00]
Factory calendar                [   ]

**Call control parameter**
Call horizon         [90] %
Scheduling period    [   ] DAY
☐ Completion Requirmnt

**Start scheduling**
Start of cycle    [13.09.2011] ⟳

**Scheduling indicator**
◉ Time
○ Time - key date
○ Time - factory caldr

| Item | Item location | Cycle item 13.09.2011 |

Maintenance Item [            ] Preventive Maintenance Plan for Equipr [✎] [🗋] [📑] [🔧] [📄]

**Reference object**
Functional loc.   [            ]
Equipment         [102000001715]        Battery 1

**Planning data**
Planning plant    [5303] STSR - CHENNAI           Planner group    [201] CHENNAI GMM
Notifictn type    [B1]  Preventive Maint.          Priority         [2 Major         ]
Main WorkCtr      [D010626D] / [5303] CNI GUMMIDIPOONDI DTS MTCE TEAM
Sales Document    [        ] / [        ] [H]
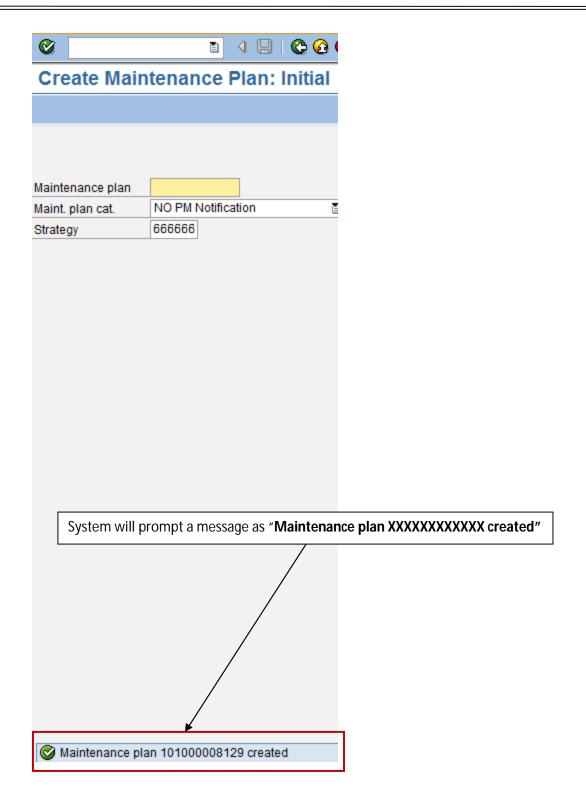☐ Determine tasks

Click on "**Maintenance Plan Additional data"** Tab and maintain the relevant data



Click on Save 💾

## Create Maintenance Plan: Initial

| | |
|---|---|
| Maintenance plan | |
| Maint. plan cat. | NO PM Notification |
| Strategy | 666666 |

System will prompt a message as "**Maintenance plan XXXXXXXXXXXX created**"

✓ Maintenance plan 101000008129 created

## Schedule Maintenance Plan

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance plans---Schedule |
|----------|---------------------------------------------------------------------------------------------------------------------------------------|
| T Code | Type **IP10** in Command Field and press ✅ |
| User Menu | Select corresponding Node for IP10 / Single Cycle Plan |

## Schedule Maintenance Plan: Initial

MaintenancePlan    101000008128

Input the Maintenance plan number and click on enter key ✅

### Schedule Maintenance Plan: Single cycle plan 101000008128

Start | Start in cycle | Restart | Manual call | | Schedule overview list

Maintenance plan   101000008128  Preventive Maintenance Plan for Equipmen

Scheduled calls | Manual calls | Maintenance plan scheduling parameters | Maintenance plan additional data

Scheduling List

| C. | PlanDate | Call date | Completion | Scheduling Type / Status | Act. v | Unit |
|----|----------|-----------|------------|--------------------------|--------|------|
|    |          |           |            |                          |        |      |

Click on Start Button [Start] to schedule the maintenance plan

**Schedule Maintenance Plan: Single cycle plan 101000008128**

Start | Start in cycle | Restart | Manual call | | Schedule overview list

Maintenance plan    101000008128  Preventive Maintenance Plan for Equipmen

Scheduled calls | Manual calls | Maintenance plan scheduling parameters | Maintenance plan additional data

Start Date

Start of cycle       13.09.2011

Enter the cycle start
date and press enter

Click on Continue (Enter)

---

**Schedule Maintenance Plan: Single cycle plan 101000008128**

Start | Start in cycle | Restart | Manual call | | Schedule overview list

Maintenance plan    101000008128  Preventive Maintenance Plan for Equipmen

Scheduled calls | Manual calls | Maintenance plan scheduling parameters | Maintenance plan additional data

Scheduling List

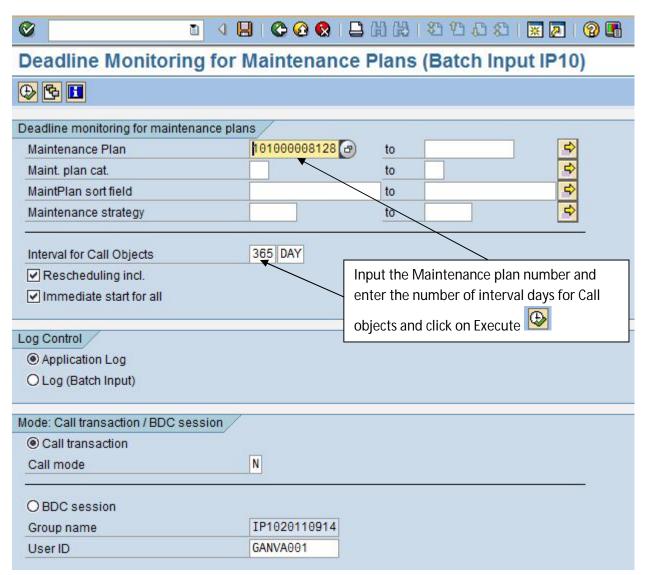| C. | PlanDate | Call date | Completion | Scheduling Type / Status | Act. v | Unit |
|----|----------|-----------|------------|--------------------------|--------|------|
| 1 | 13.10.2011 | 13.10.2011 | | New start Hold | | |
| 2 | 12.11.2011 | 12.11.2011 | | Scheduled Hold | | |
| 3 | 12.12.2011 | 12.12.2011 | | Scheduled Hold | | |
| 4 | 11.01.2012 | 11.01.2012 | | Scheduled Hold | | |
| 5 | 10.02.2012 | 10.02.2012 | | Scheduled Hold | | |
| 6 | 11.03.2012 | 11.03.2012 | | Scheduled Hold | | |
| 7 | 10.04.2012 | 10.04.2012 | | Scheduled Hold | | |
| 8 | 10.05.2012 | 10.05.2012 | | Scheduled Hold | | |
| 9 | 09.06.2012 | 09.06.2012 | | Scheduled Hold | | |
| 10 | 09.07.2012 | 09.07.2012 | | Scheduled Hold | | |
| 11 | 08.08.2012 | 08.08.2012 | | Scheduled Hold | | |
| 12 | 07.09.2012 | 07.09.2012 | | Scheduled Hold | | |

Click on Save

## Schedule Maintenance Plan: Initi

MaintenancePlan    101000008128

System will prompt a message that "Maintenance plan XXXXXXX scheduled"
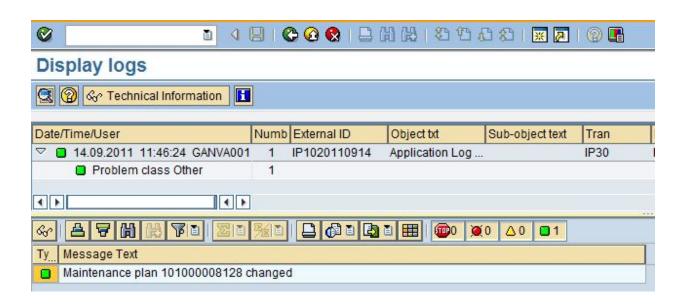
✅ Maintenance plan 101000008128 scheduled

### Deadline Monitoring

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance plans---Deadline Monitoring |
|---|---|
| T Code | Type **IP30** in Command Field and press ✅ |
| User Menu | Select corresponding Node for IP30 / Deadline Monitoring |

## Deadline Monitoring for Maintenance Plans (Batch Input IP10)

Deadline monitoring for maintenance plans

| | | | |
|---|---|---|---|
| Maintenance Plan | 101000008128 | to | |
| Maint. plan cat. | | to | |
| MaintPlan sort field | | to | |
| Maintenance strategy | | to | |

Interval for Call Objects    365  DAY
☑ Rescheduling incl.
☑ Immediate start for all

Input the Maintenance plan number and enter the number of interval days for Call objects and click on Execute 🕐

Log Control
◉ Application Log
○ Log (Batch Input)

Mode: Call transaction / BDC session
◉ Call transaction
Call mode                     N

○ BDC session
Group name            IP1020110914
User ID               GANVA001

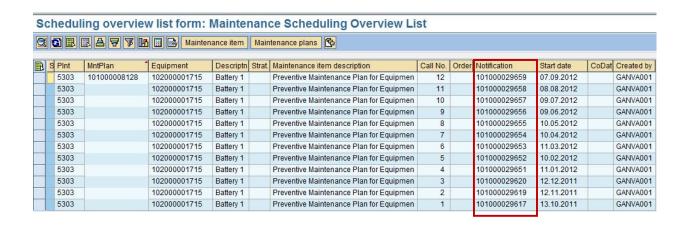## Display list of Equipment for which Scheduled Maintenance is Due

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance plans---Scheduling Overview---List Display |
|---|---|
| T Code | Type **IP24** in Command Field and press |
| User Menu | Select corresponding Node for IP24 / List Display |

## List of Call Objects

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance plans---Scheduling Overview---List Display |
|----------|------|
| T Code | Type **IP24** in Command Field and press ✅ |
| User Menu | Select corresponding Node for IP24 / List Display |

## Scheduling overview list form: Selection Criteria

### Maintenance item selection

| Maint. plan cat. | | to | |
| MaintPlan sort field | | to | |
| Maintenance Plan | 101000008128 | to | |
| Maintenance item | | to | |
| Maintenance strategy | | to | |
| Maint. item text | | to | |
| Functional location | | to | |
| Equipment | | to | |
| Assembly | | to | |
| Material | | to | |
| Serial number | | to | |

Input the Maintenance Plan Number and Notification type and Click on Execute ⏱️

Settlement rule    ⦿ with or w/o    ○ w/    ○ w/o

☐ with object list

### Work scheduling/task list data

| Planning plant | | to | |
| Planner group | | to | |
| Business Area | | to | |
| Order Type | | to | |
| Notification type | B1 | to | |
| MaintActivityType | | to | |
| Main work center | | to | |

**Scheduling overview list form: Maintenance Scheduling Overview List**

| S | Plnt | MntPlan | Equipment | Descriptn | Strat. | Maintenance item description | Call No. | Order | Notification | Start date | CoDat | Created by |
|---|------|---------|-----------|-----------|--------|------------------------------|----------|-------|--------------|------------|-------|------------|
| | 5303 | 101000008128 | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 12 | | 101000029659 | 07.09.2012 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 11 | | 101000029658 | 08.08.2012 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 10 | | 101000029657 | 09.07.2012 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 9 | | 101000029656 | 09.06.2012 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 8 | | 101000029655 | 10.05.2012 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 7 | | 101000029654 | 10.04.2012 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 6 | | 101000029653 | 11.03.2012 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 5 | | 101000029652 | 10.02.2012 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 4 | | 101000029651 | 11.01.2012 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 3 | | 101000029620 | 12.12.2011 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 2 | | 101000029619 | 12.11.2011 | | GANVA001 |
| | 5303 | | 102000001715 | Battery 1 | | Preventive Maintenance Plan for Equipmen | 1 | | 101000029617 | 13.10.2011 | | GANVA001 |

## Process Notification

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Notification---Change |
|----------|-------------------------------------------------------------------------------------------|
| T Code | Type **IW22** in Command Field and press ✅ |
| User Menu | Select corresponding Node for IW22 / Change |

**Change PM Notification: Initial Screen**

Notification

Notification    101000029617

Input the Notification number and click on Enter ✅

In the above screen the system status is OSNO (Out standing Notification) to change the status from

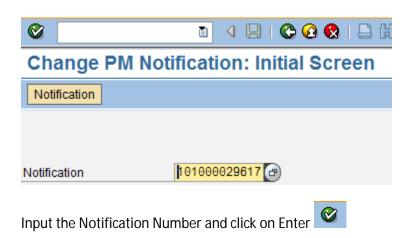OSNO to NOPR (Notification in Process) click on Release (Green Flag)

Click on Save

## Change PM Notification: Initial

| Notification |

Notification    101000029617

System will prompt a message as "**Notification XXXXXXXXXX Saved"**

Notification 101000029617 saved
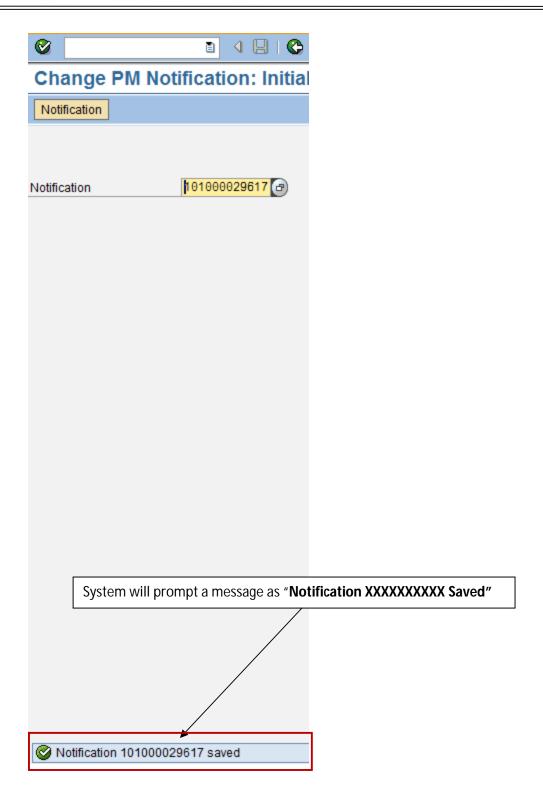
After the above step Decide on the requirement of Maintenance order, based on material to be consumed from stores or need based services to be used.

Follow the below steps to Create the Maintenance order from Notification and for further processing.
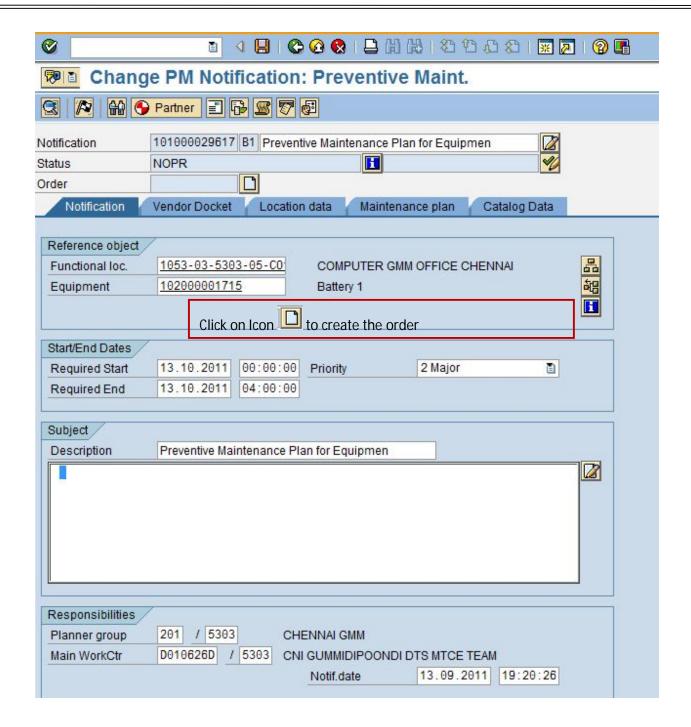
## Create Maintenance order from Notification

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Notification---Change |
|---|---|
| T Code | Type **IW22** in Command Field and press |
| User Menu | Select corresponding Node for IW22 / Change |



## Change PM Notification: Initial Screen

Notification

Notification   101000029617

Input the Notification Number and click on Enter

Click on Icon [icon] to create the order
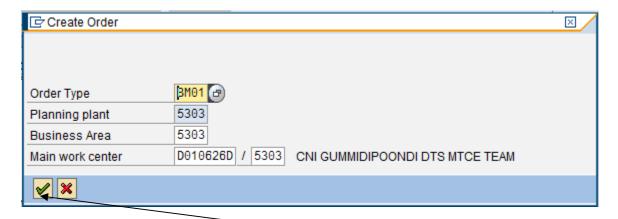
System will prompt for a pop-up window as below
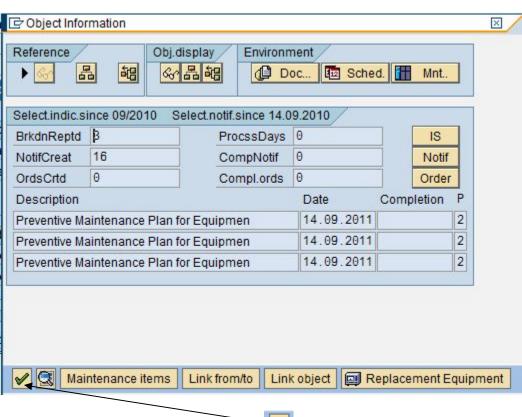
Check all the details and click on Continue 
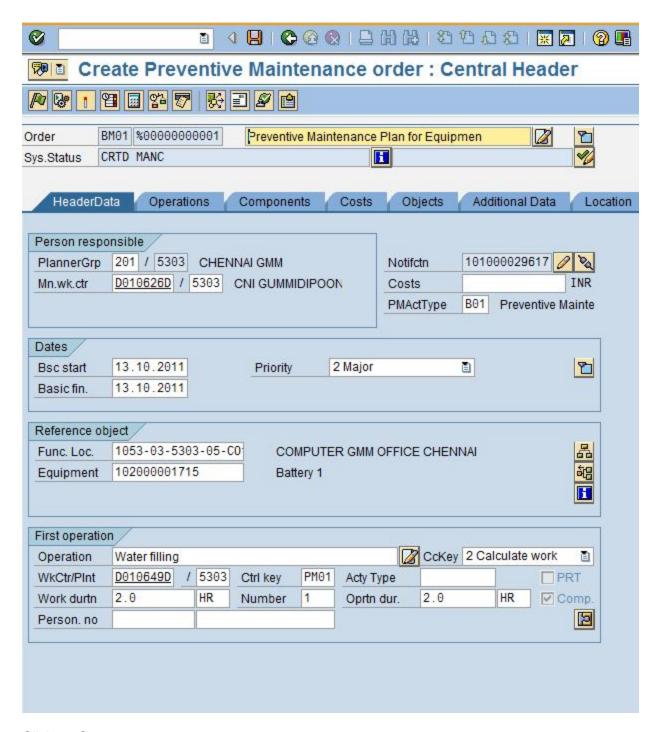
System will prompt for another pop-up window as below



Check the parameters and click on continue

## Create Preventive Maintenance order : Central Header

| Order | BM01 | %00000000001 | Preventive Maintenance Plan for Equipmen |
| Sys.Status | CRTD MANC |

**HeaderData** | Operations | Components | Costs | Objects | Additional Data | Location

**Person responsible**

| PlannerGrp | 201 | / | 5303 | CHENNAI GMM | | Notifctn | 101000029617 |
| Mn.wk.ctr | D010626D | / | 5303 | CNI GUMMIDIPOON | | Costs | | INR |
| | | | | | | PMActType | B01 | Preventive Mainte |

**Dates**

| Bsc start | 13.10.2011 | Priority | 2 Major |
| Basic fin. | 13.10.2011 |

**Reference object**

| Func. Loc. | 1053-03-5303-05-C0 | COMPUTER GMM OFFICE CHENNAI |
| Equipment | 102000001715 | Battery 1 |

**First operation**

| Operation | Water filling | | | | CcKey | 2 Calculate work |
| WkCtr/Plnt | D010649D | / 5303 | Ctrl key | PM01 | Acty Type | | PRT |
| Work durtn | 2.0 | HR | Number | 1 | Oprtn dur. | 2.0 | HR | Comp. |
| Person. no | | | | | | |

Click on Save

**Change PM Notification: Initial Screen**

Notification

Notification       101000029617 ⊡

System will prompt a message as "**Order XXXXXXXXXXX saved with notification XXXXXXXXXXXX**"

⊘ Order 101000006629 saved with notification 101000029617

Maintenance Order of Order Type "BM01" created and linked to the Notification. Status of Notification will be updated to "**ORAS**" (Order Assigned)
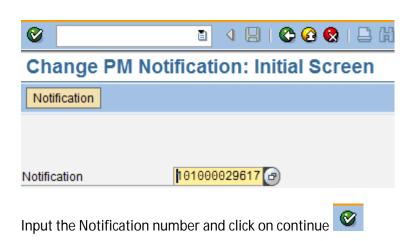
**Material Planning Against Maintenance Order**

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Notification---Change **or** SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change |
|---|---|
| T Code | Type **IW22 / IW32** in Command Field and press ✅ |
| User Menu | Select corresponding Node for IW22 / Change **or** IW32 / Change |

## From T code **IW22**



**Change PM Notification: Initial Screen**

Notification

Notification     101000029617

Input the Notification number and click on continue ✅

Click on change Icon [icon]

## From T code **IW32**



Input the order number and click on continue [icon]

Click on Structure list  System will prompt pop-up window



Enter the Operation number and click on continue ✓
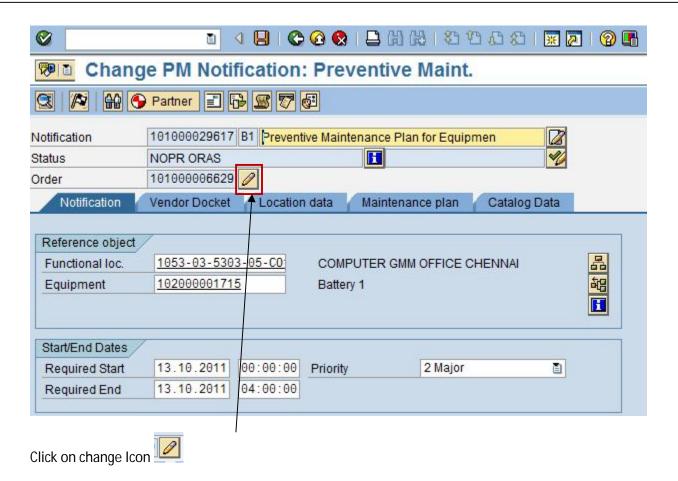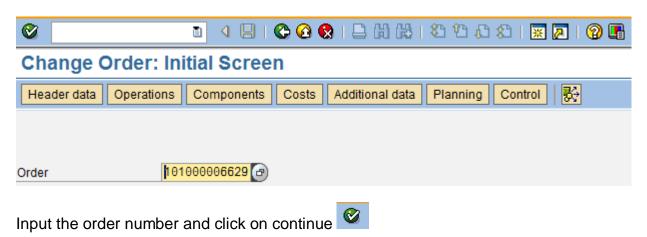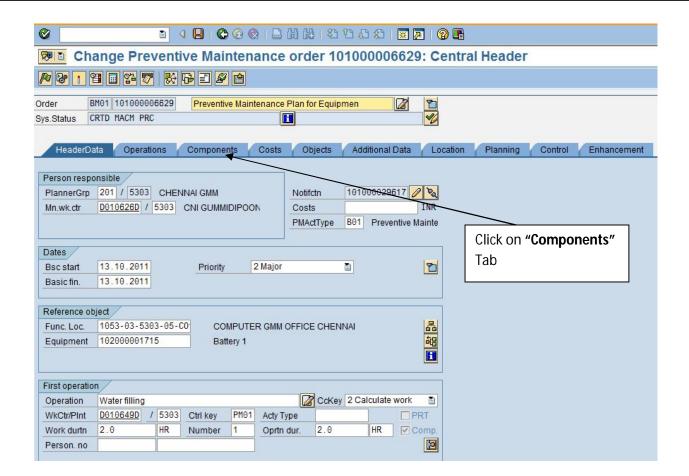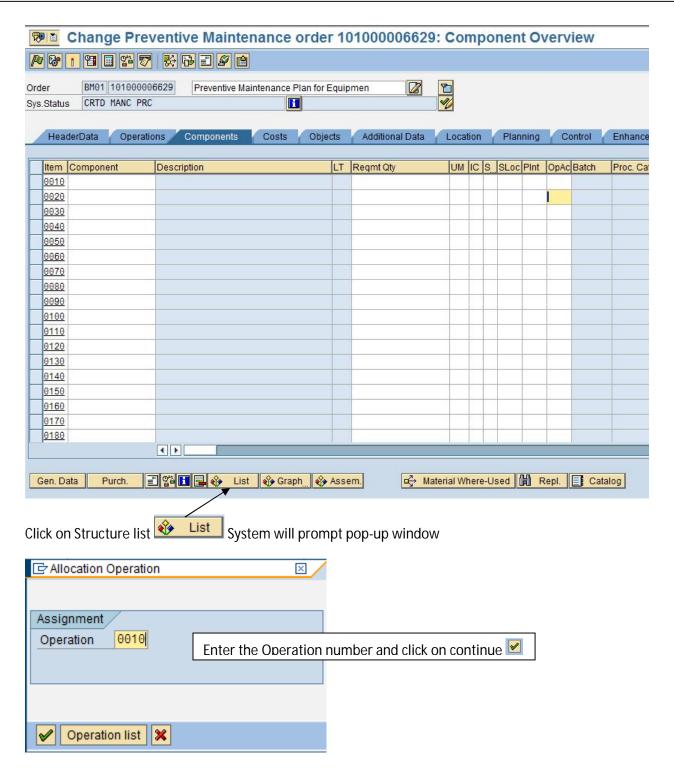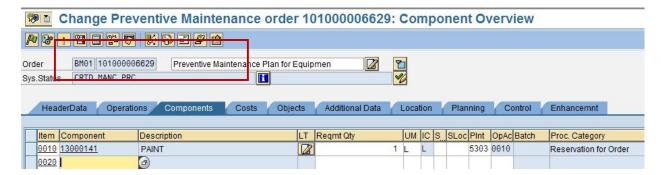
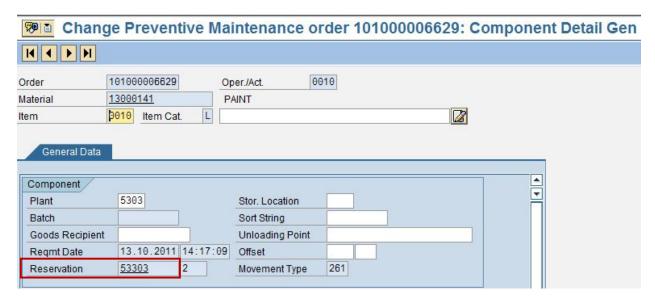You will get the Materials (As per equipment BOM)list.

Double click on the Item which you want to input, the selected material will be updated in the
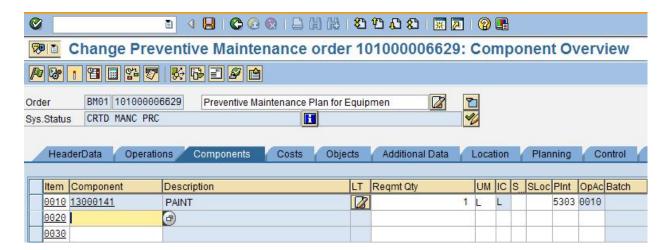**"Components"** Tab against Item number "**0010**" as below



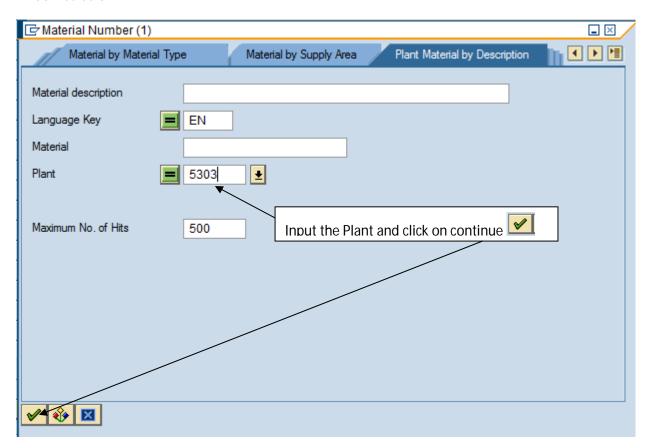If you want to see the reservation number double click on **"0010"**

If you want to assign the components other than from the BOM, Place the cursor in "Component" filed and click on  or press F4 key (Possible entries) on the keyboard, system will prompt a pop-up window as below
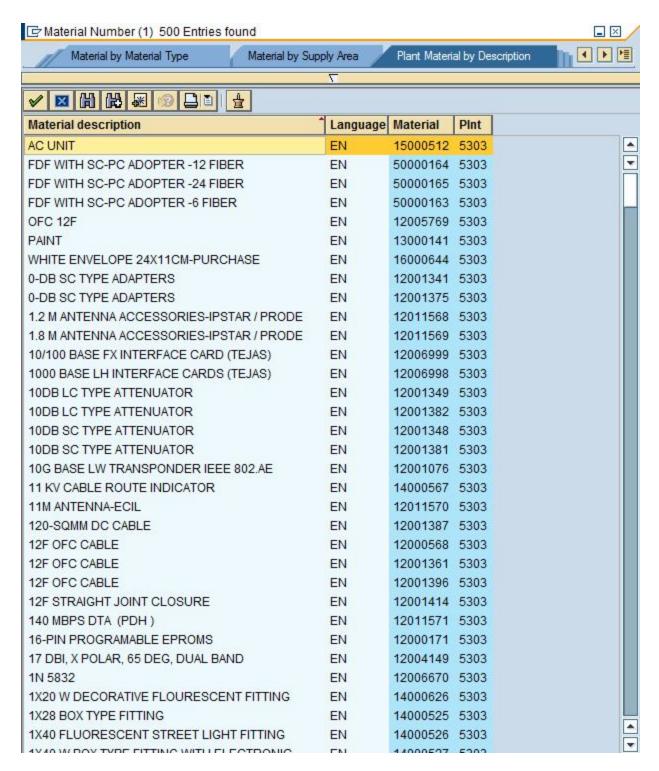


Input the Plant and click on continue

You will get the list of all the materials which are available in the plant 5303

| Material description | Language | Material | Plnt |
|---|---|---|---|
| AC UNIT | EN | 15000512 | 5303 |
| FDF WITH SC-PC ADOPTER -12 FIBER | EN | 50000164 | 5303 |
| FDF WITH SC-PC ADOPTER -24 FIBER | EN | 50000165 | 5303 |
| FDF WITH SC-PC ADOPTER -6 FIBER | EN | 50000163 | 5303 |
| OFC 12F | EN | 12005769 | 5303 |
| PAINT | EN | 13000141 | 5303 |
| WHITE ENVELOPE 24X11CM-PURCHASE | EN | 16000644 | 5303 |
| 0-DB SC TYPE ADAPTERS | EN | 12001341 | 5303 |
| 0-DB SC TYPE ADAPTERS | EN | 12001375 | 5303 |
| 1.2 M ANTENNA ACCESSORIES-IPSTAR / PRODE | EN | 12011568 | 5303 |
| 1.8 M ANTENNA ACCESSORIES-IPSTAR / PRODE | EN | 12011569 | 5303 |
| 10/100 BASE FX INTERFACE CARD (TEJAS) | EN | 12006999 | 5303 |
| 1000 BASE LH INTERFACE CARDS (TEJAS) | EN | 12006998 | 5303 |
| 10DB LC TYPE ATTENUATOR | EN | 12001349 | 5303 |
| 10DB LC TYPE ATTENUATOR | EN | 12001382 | 5303 |
| 10DB SC TYPE ATTENUATOR | EN | 12001348 | 5303 |
| 10DB SC TYPE ATTENUATOR | EN | 12001381 | 5303 |
| 10G BASE LW TRANSPONDER IEEE 802.AE | EN | 12001076 | 5303 |
| 11 KV CABLE ROUTE INDICATOR | EN | 14000567 | 5303 |
| 11M ANTENNA-ECIL | EN | 12011570 | 5303 |
| 120-SQMM DC CABLE | EN | 12001387 | 5303 |
| 12F OFC CABLE | EN | 12000568 | 5303 |
| 12F OFC CABLE | EN | 12001361 | 5303 |
| 12F OFC CABLE | EN | 12001396 | 5303 |
| 12F STRAIGHT JOINT CLOSURE | EN | 12001414 | 5303 |
| 140 MBPS DTA (PDH ) | EN | 12011571 | 5303 |
| 16-PIN PROGRAMABLE EPROMS | EN | 12000171 | 5303 |
| 17 DBI, X POLAR, 65 DEG, DUAL BAND | EN | 12004149 | 5303 |
| 1N 5832 | EN | 12006670 | 5303 |
| 1X20 W DECORATIVE FLOURESCENT FITTING | EN | 14000626 | 5303 |
| 1X28 BOX TYPE FITTING | EN | 14000525 | 5303 |
| 1X40 FLUORESCENT STREET LIGHT FITTING | EN | 14000526 | 5303 |
| 1X40 W BOX TYPE FITTING WITH ELECTRONIC | EN | 14000527 | 5303 |

Material Number (1) 500 Entries found

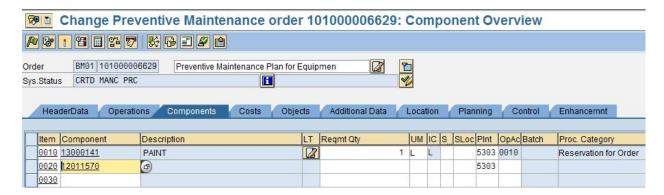Material by Material Type | Material by Supply Area | Plant Material by Description

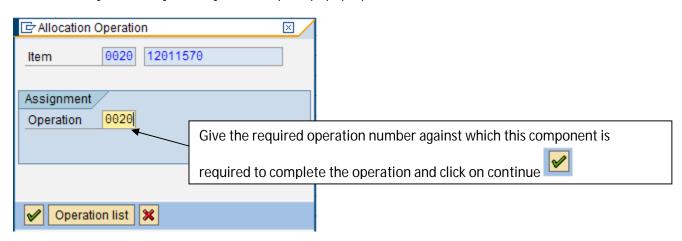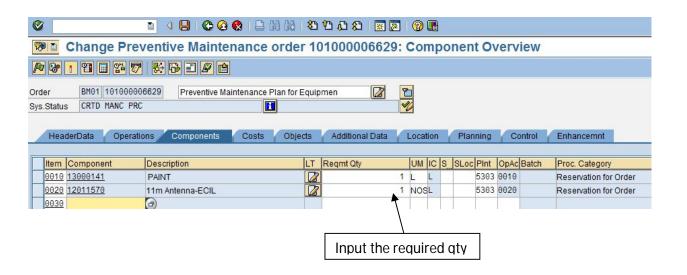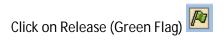Choose the right material and double click on it, the system will automatically update this material as below

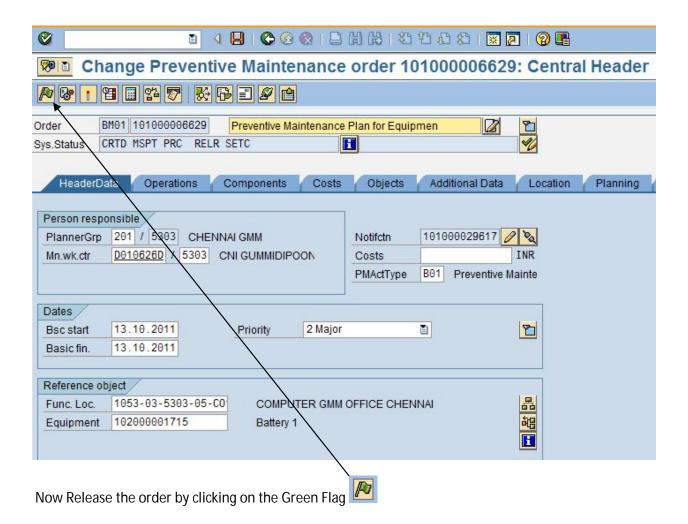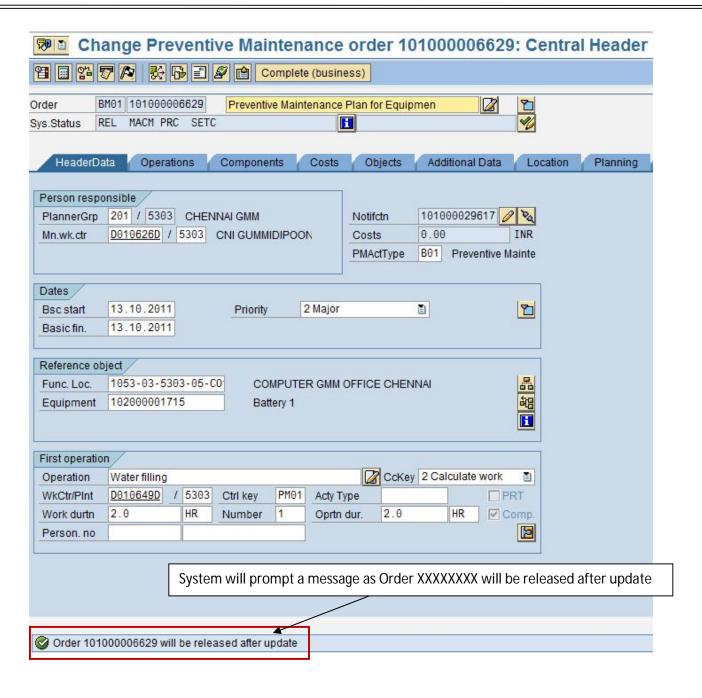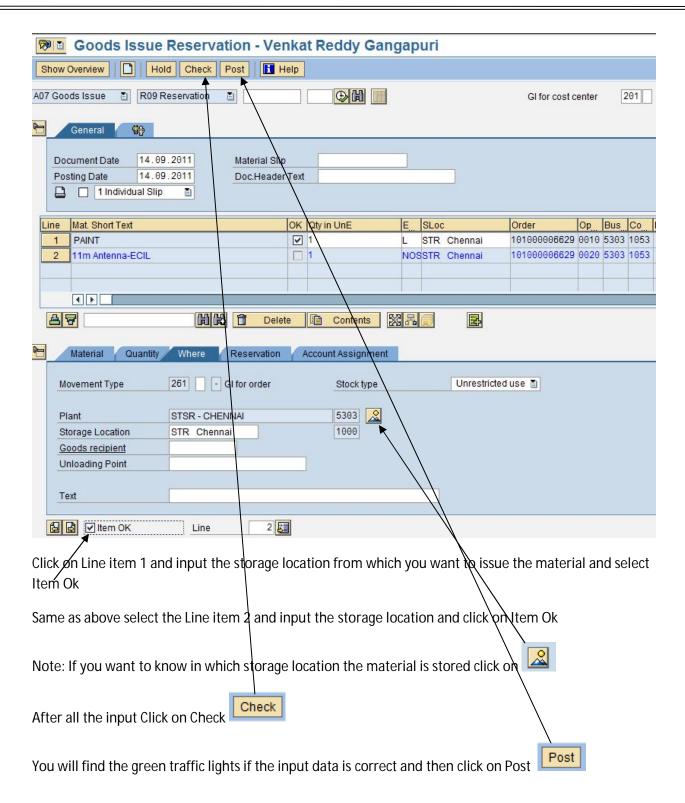Press Enter key on the keyboard system will prompt pop-up window



Give the required operation number against which this component is required to complete the operation and click on continue ✔️



Input the required qty

Click on Release (Green Flag) 



Now Release the order by clicking on the Green Flag

## Change Preventive Maintenance order 101000006629: Central Header

**Order** BM01 101000006629 Preventive Maintenance Plan for Equipmen

**Sys.Status** REL MACM PRC SETC

| HeaderData | Operations | Components | Costs | Objects | Additional Data | Location | Planning |

**Person responsible**

PlannerGrp 201 / 5303 CHENNAI GMM

Mn.wk.ctr D010626D / 5303 CNI GUMMIDIPOON

Notifctn 101000029617

Costs 0.00 INR

PMActType B01 Preventive Mainte

**Dates**

Bsc start 13.10.2011 Priority 2 Major

Basic fin. 13.10.2011

**Reference object**

Func. Loc. 1053-03-5303-05-C0 COMPUTER GMM OFFICE CHENNAI

Equipment 102000001715 Battery 1

**First operation**

Operation Water filling CcKey 2 Calculate work

WkCtr/Plnt D010649D / 5303 Ctrl key PM01 Acty Type ☐ PRT

Work durtn 2.0 HR Number 1 Oprtn dur. 2.0 HR ☑ Comp.

Person. no

> System will prompt a message as Order XXXXXXXX will be released after update

✅ Order 101000006629 will be released after update

Click on Save 🖫

## Material Issue against Reservation

| SAP Menu | SAP Menu---Logistics---Materials Management---Inventory Management---Goods Movement---Goods Movement |
|---|---|
| T Code | Type **MIGO** in Command Field and press ⊘ |
| User Menu | Select corresponding Node for MIGO / Goods Movement |



Select the Goods Issue from the drop down, Input the Reservation number generated in the maintenance order and click on Execute Button ⊕

Click on Line item 1 and input the storage location from which you want to issue the material and select Item Ok

Same as above select the Line item 2 and input the storage location and click on Item Ok

Note: If you want to know in which storage location the material is stored click on

After all the input Click on Check

You will find the green traffic lights if the input data is correct and then click on Post
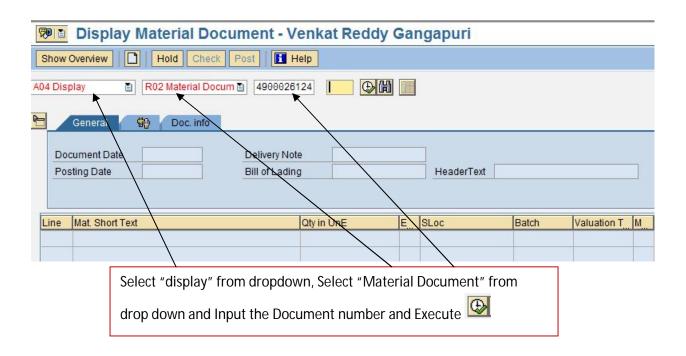
## Enter Goods Issue: Initial Screen

[ New Item ] [ To Reservation... ] [ To Order... ] [ WM Parameters... ]

| | | | |
|---|---|---|---|
| Document Date | 14.09.2011 | Posting Date | 14.09.2011 |
| Material Slip | | | |
| Doc.Header Text | | | |

**Defaults for Document Items**

| | | | |
|---|---|---|---|
| Movement Type | 261 | Special Stock | |
| Plant | 5303 | Reason for Movement | |
| Storage Location | 1000 | ☐ Suggest Zero Lines | |

**GR/GI Slip**

☐ Print

○ Individual Slip
◉ Indiv.Slip w.Inspect.Text
○ Collective Slip

System will prompt a message as **"Document XXXXXXXX posted"**

✅ Document 4900026124 posted
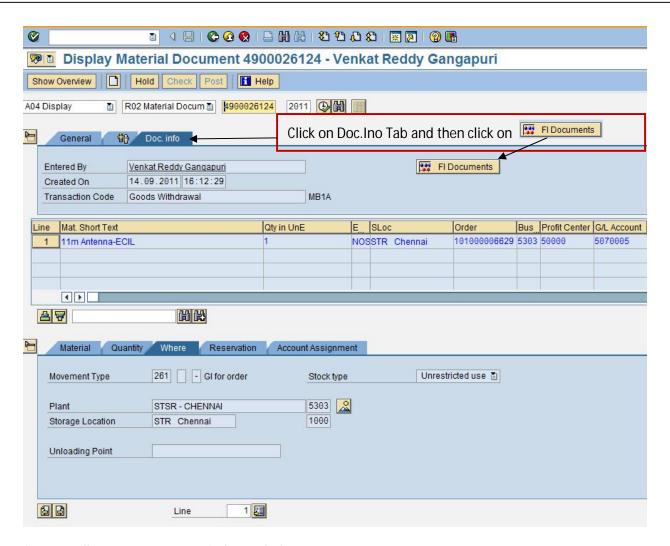
## Display material Document

| SAP Menu | SAP Menu---Logistics---Materials Management---Inventory Management---Goods Movement---Goods Movement |
|----------|-----------------------------------------------------------------------------------------------------|
| T Code | Type **MIGO** in Command Field and press ✅ |
| User Menu | Select corresponding Node for MIGO / Goods Movement |

**Display Material Document - Venkat Reddy Gangapuri**

Show Overview | ☐ | Hold | Check | Post | ℹ️ Help

A04 Display | R02 Material Docum | 4900026124 | ⏱ 🖫 ▦

General | Doc. info

Document Date
Posting Date

Delivery Note
Bill of Lading

HeaderText

| Line | Mat. Short Text | Qty in UnE | E | SLoc | Batch | Valuation T | M |
|------|-----------------|------------|---|------|-------|-------------|---|
|      |                 |            |   |      |       |             |   |

Select "display" from dropdown, Select "Material Document" from

drop down and Input the Document number and Execute ⏱

Click on Doc.Ino Tab and then click on [FI Documents]

System will prompt a pop-up window as below



Double Click on the document in which you are interested
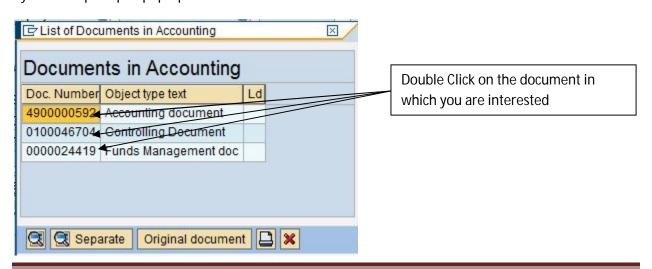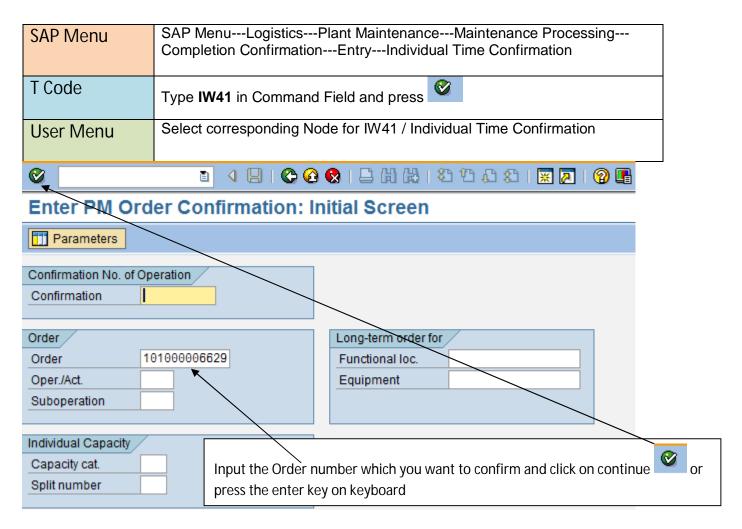
For Example if you double click on the "**Accounting Document" screen** appears as below

### Display Document: Data Entry View

Display Currency | General Ledger View

**Data Entry View**

| | | |
|---|---|---|
| Document Number 4900000592 | Company Code 1053 | Fiscal Year 2011 |
| Document Date 14.09.2011 | Posting Date 14.09.2011 | Period 6 |
| Reference | Cross-CC no. | |
| Currency INR | Texts exist ☐ | Ledger Group |

| C... | Itm | P | S | Account | Description | Amount | Curr. | Tx | W | BusA | Cost Center | Profit Center | BP | Sec. | Tr.Prt |
|------|-----|---|---|---------|-------------|--------|-------|----|----|------|-------------|---------------|------|------|--------|
| 1053 | 1 | 99 | | 2310004 | Inv - App & Plant | 1.00- | INR | | | 5303 | | 50000 | 5303 | 5303 | |
| | 2 | 81 | | 5070005 | Int Consump - Spares | 1.00 | INR | | | 5303 | | 50000 | 5303 | 5303 | |

# Maintenance Order Confirmation

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Completion Confirmation---Entry---Individual Time Confirmation |
|---|---|
| T Code | Type **IW41** in Command Field and press ✅ |
| User Menu | Select corresponding Node for IW41 / Individual Time Confirmation |

## Enter PM Order Confirmation: Initial Screen

[📋 Parameters]

**Confirmation No. of Operation**

Confirmation [ ]

**Order**

Order 101000006629

Oper./Act. [ ]

Suboperation [ ]

**Long-term order for**

Functional loc. [ ]

Equipment [ ]

**Individual Capacity**

Capacity cat. [ ]

Split number [ ]

Input the Order number which you want to confirm and click on continue ✅ or press the enter key on keyboard

Below screen you will get the list of operation which are yet to be confirmed

## Enter PM Order Confirmation: Operation Overview

Order 101000006629 [Preventive Maintenance Plan for Equipmen]

**Operations and sub-operations**

| Co | Op. | Sub | Sp | Work Ctr | Plnt | Work | Unit | Operation short text | Actual start | Act.finish d | Forecast | Actual work |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 0010 | | ☐ | D010649D | 5303 | 2.0 | HR | Water filling | | | 0.0 | 0.0 |
| | 0020 | | ☐ | D010649D | 5303 | 1.0 | HR | Cleaning | | | 0.0 | 0.0 |

Double click on the operation system will prompt for pop-up screen as below

Enter all the details like Work Centre, Personnel number, Actual work, Actual duration, Work starts on, Work Ends on, Reason, and Confirmation Text

After all the details are maintained click on

System prompts a message as "**Number of confirmations saved for order XXXXXXXXXXXXXXXXXXX**

Number of confirmations saved for order 101000006629: 2

Order status "**CNF" is updated**
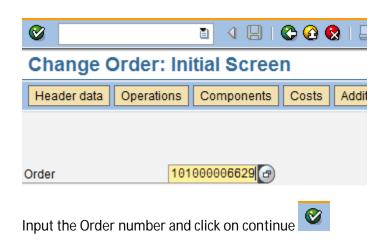
**To see the status go to order change (IW32) mode and input the order number and click on continue**



## Complete Maintenance Order (TECO)
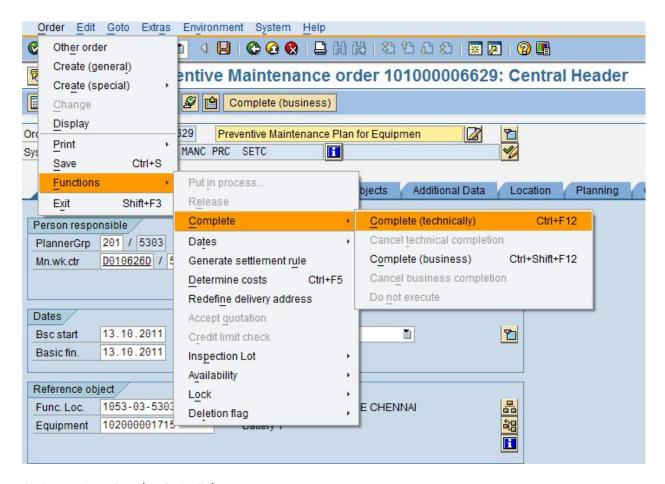
| | |
|---|---|
| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change |
| T Code | Type **IW32** in Command Field and press ![check icon] |
| User Menu | Select corresponding Node for IW32 / Change |



Input the Order number and click on continue ![check icon]
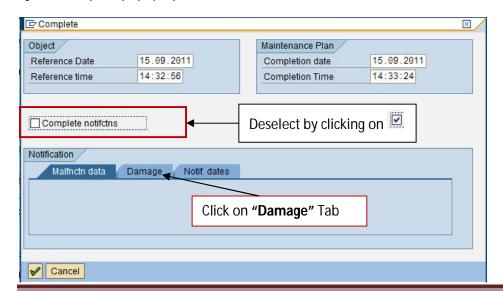
Click on **"Complete (Technically)"**

System will prompt pop-up window as below

**Select the Cause code from possible entries (F4)**

Click on continue

**Change Order: Initial Screen**

| Header data | Operations | Components | Costs | Additiona |
|---|---|---|---|---|

Order   101000006629

System will prompt a message as **"Order XXXXXXXXXXXX saved with notification XXXXXXXXXXXXX**

Order 101000006629 saved with notification 101000029617
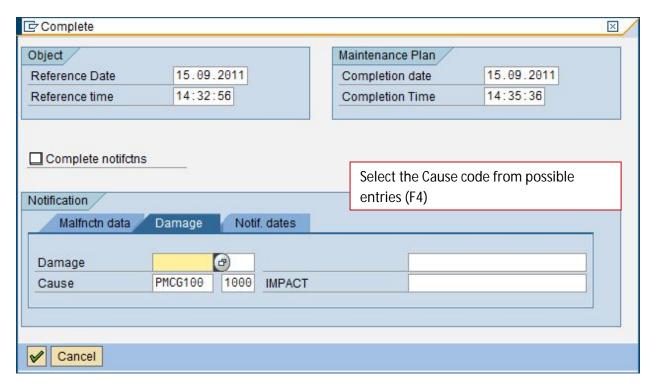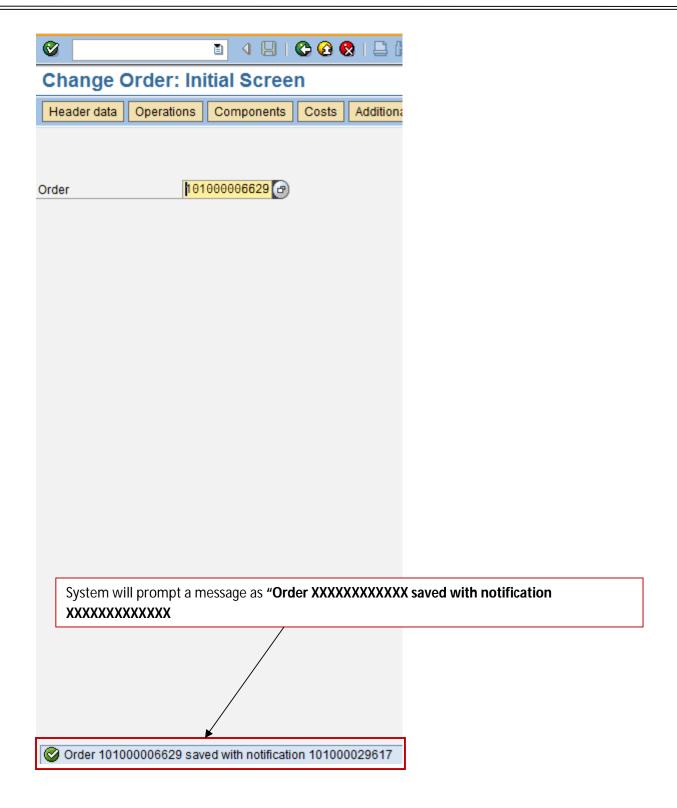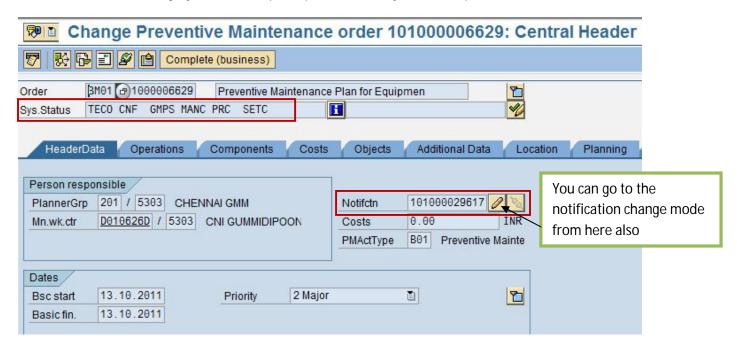
Now again to order change mode through T code IW32

The entire screen will be grayed out (no input is possible) and system will update the status with **"TECO"**

### Change Preventive Maintenance order 101000006629: Central Header

Complete (business)

| | | |
|---|---|---|
| Order | BM01 ⏎ 1000006629 | Preventive Maintenance Plan for Equipmen |
| Sys.Status | TECO CNF GMPS MANC PRC SETC | 🛈 |

HeaderData | Operations | Components | Costs | Objects | Additional Data | Location | Planning

**Person responsible**

| | | |
|---|---|---|
| PlannerGrp | 201 / 5303 | CHENNAI GMM |
| Mn.wk.ctr | D010626D / 5303 | CNI GUMMIDIPOON |

| | | |
|---|---|---|
| Notifctn | 101000029617 | |
| Costs | 0.00 | INR |
| PMActType | B01 | Preventive Mainte |

You can go to the notification change mode from here also

**Dates**

| | | |
|---|---|---|
| Bsc start | 13.10.2011 | Priority | 2 Major |
| Basic fin. | 13.10.2011 | | |

With above status the Maintenance order is completed.

## Complete Notification

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Notification---Change |
|----------|-------------------------------------------------------------------------------------------|
| T Code | Type **IW22** in Command Field and press ✅ |
| User Menu | Select corresponding Node for IW22 / Notification Change |

**Change PM Notification: Initial Screen**

Notification

Notification    101000029617

Input the notification Number and click on Continue ✅

Click on **"Catalog Data"** Tab

**Change PM Notification: Preventive Maint.**

| Notification | 101000029617 | B1 | Preventive Maintenance Plan for Equipmen |
|--------------|--------------|----|------------------------------------------|
| Status | NOPR ORAS | | |
| Order | 101000006629 | | |

Notification    Vendor Docket    Location data    Maintenance plan    Catalog Data
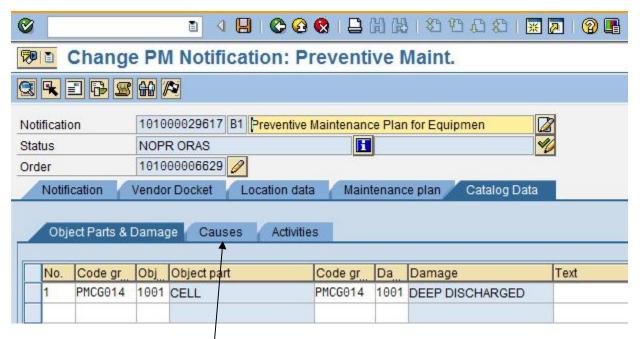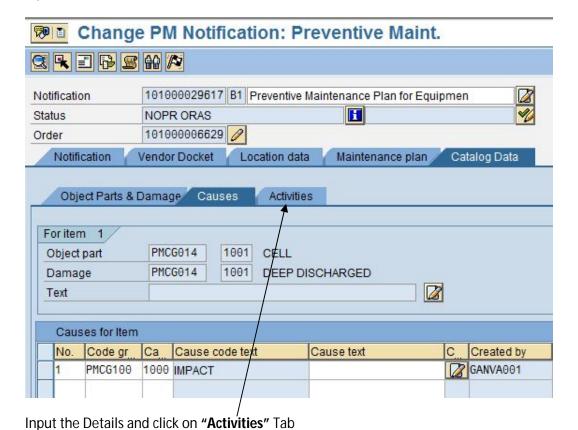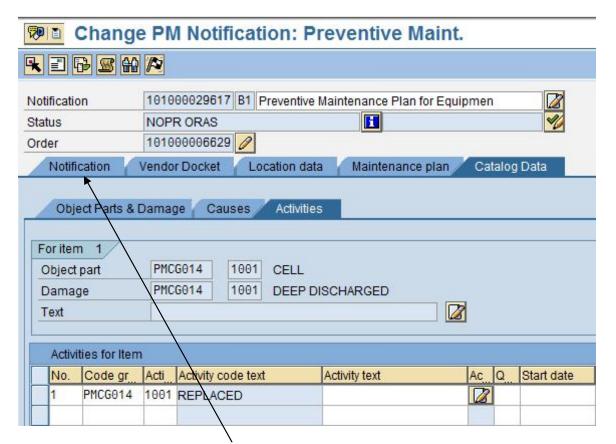
Input the Details and click on **"Causes"** Tab



Input the Details and click on **"Activities"** Tab
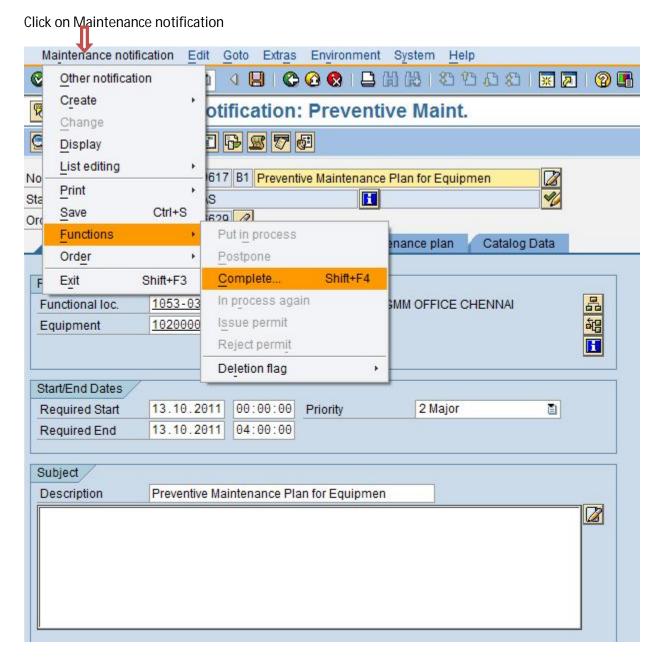
Input the details and click on **"Notification"** Tab

Click on Maintenance notification



System will prompt a warning message at the bottom left of the above screen as below
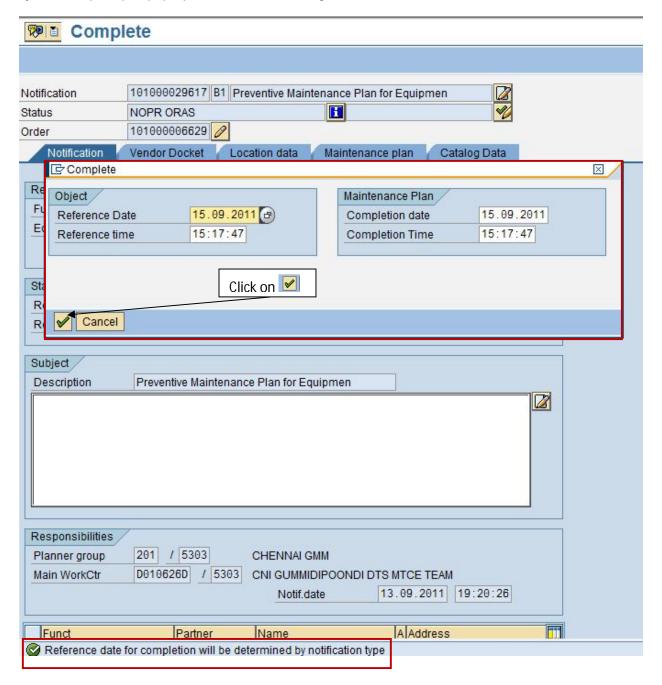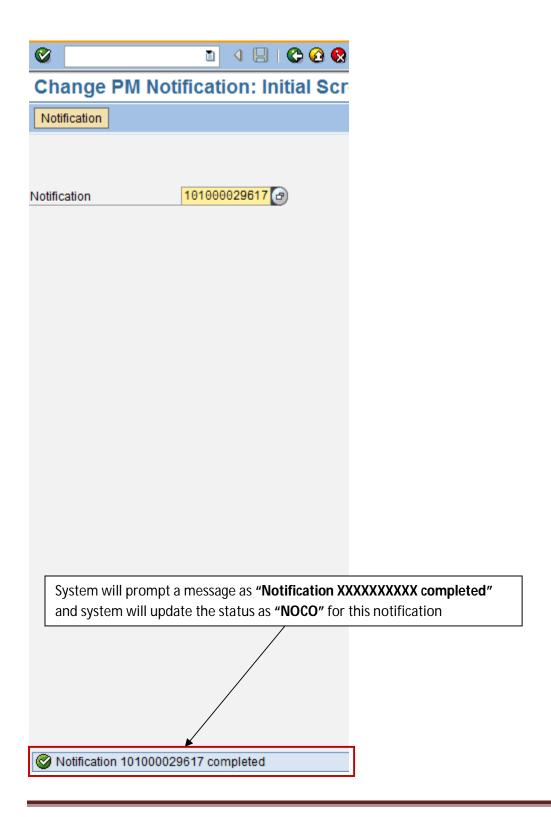

Check Required Start End Date Time before completing the Notification

Check the dates and press the **"Enter Key"** on the keyboard to ignore the above warning message

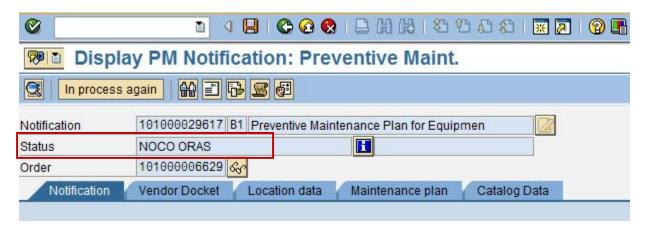System will prompt a pop-up window and a message at the bottom left of the screen

## Change PM Notification: Initial Scr

Notification

Notification    101000029617

System will prompt a message as **"Notification XXXXXXXXX completed"** and system will update the status as **"NOCO"** for this notification

Notification 101000029617 completed

To see the **"NOCO"** status access the Notification change mode screen through T code IW22
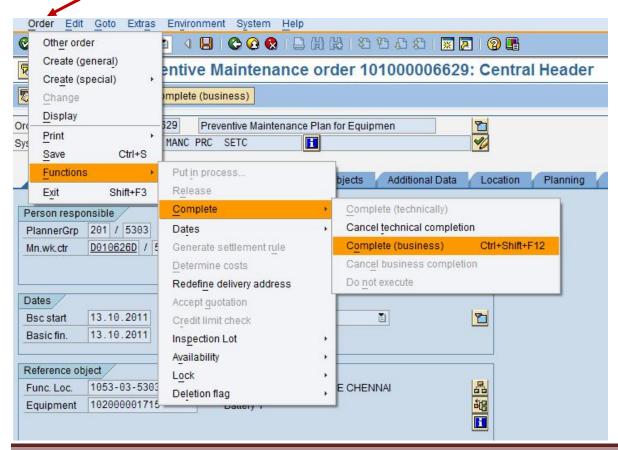


With the above the notification is completed

## Maintenance Order Settlement

At the month end, finance department will open the orders which are technically completed and Settle them, after the settlement the actual cost of the order will be transferred to the cost centre, And actual cost of the order will become zero. After this activity the order will be Business Completed

## Business Completion of Maintenance Order

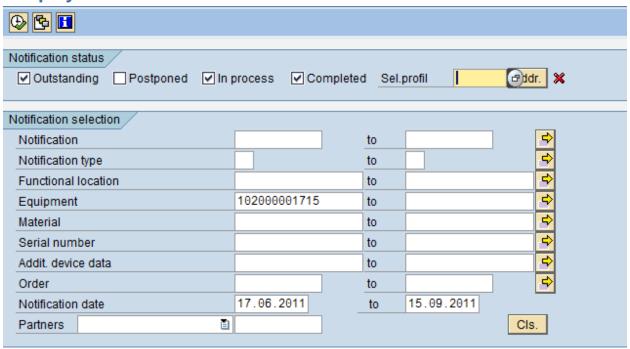| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change |
|----------|-----------------------------------------------------------------------------------|
| T Code | Type **IW32** in Command Field and press ✅ |
| User Menu | Select corresponding Node for IW32 / Order Change |

Click on **"Order"**

## Report for the Equipment for scheduled maintenance have not been done within the schedule

| SAP Menu | SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Notification---List Editing---Display |
|---|---|
| T Code | Type **IW29** in Command Field and press ⊘ |
| User Menu | Select corresponding Node for IW29 / Display |

### Display Notifications: Selection of Notifications

**Notification status**

☑ Outstanding ☐ Postponed ☑ In process ☑ Completed   Sel.profil |_____| 🔲ddr. ✖

**Notification selection**

| | | | | |
|---|---|---|---|---|
| Notification | | to | | ➡ |
| Notification type | | to | | ➡ |
| Functional location | | to | | ➡ |
| Equipment | 102000001715 | to | | ➡ |
| Material | | to | | ➡ |
| Serial number | | to | | ➡ |
| Addit. device data | | to | | ➡ |
| Order | | to | | ➡ |
| Notification date | 17.06.2011 | to | 15.09.2011 | |
| Partners | | | | Cls. |

## Display Notifications: List of Notifications

| | Created on | Maintenance Plan | Equipment | Typ | Notification | SysStatus | Description of functional location | Descriptn |
|---|---|---|---|---|---|---|---|---|
| | 08.09.2011 | 101000008087 | 102000001715 | B2 | 102000026870 | OSNO | | Battery 1 |
| | 14.09.2011 | 101000008129 | 102000001715 | B1 | 101000029618 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 08.09.2011 | 101000008087 | 102000001715 | B2 | 102000026881 | OSNO | | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029619 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 08.09.2011 | 101000008087 | 102000001715 | B2 | 102000026882 | OSNO | | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029620 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029651 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029652 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029653 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029654 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029655 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029656 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029657 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029658 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |
| | 14.09.2011 | 101000008128 | 102000001715 | B1 | 101000029659 | OSNO | COMPUTER GMM OFFICE CHENNAI | Battery 1 |

Note 1: For External Processing of Service, please refer Breakdown Maintenance Manual

Note 2: For PO, RFQ, Contract, SES creation please refer MM User Manuals